16” OSCILLATING PEDESTAL FAN

MODEL #SP15-16AZ

Customer Service: service@hena.ca

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TECHNICAL SPECIFICATIONS

SPECIFICATION	SPECIFICATION
Voltage: 120 V AC	Frequency: 60 Hz

Intended Use:

This product is intended for indoor residential and office use only, not for industrial or other commercial applications. Use only with electrical wiring that is in good working order and that meets applicable codes and ordinances. If you have any questions whether your wiring is adequate, consult a qualified electrician.

While using your fan, you should follow the IMPORTANT INSTRUCTIONS listed below. As part of those instructions, we have used the word "WARNING" to indicate the level of hazard: WARNING indicates a hazard which, if not avoided, could result in injury or death.

IMPORTANT INSTRUCTIONS

As with all electrical appliances, basic safety precautions should always be followed to reduce the risk of electric shock, fire, or injury to persons, including the following precautions:

- Read all the instructions before using this fan.
- Use this fan only as described in this manual. Any other use not recommended by the manufacturer may cause electrical shock, fire or injury to persons.
- Do not operate the fan with a damaged power cord or after the fan malfunctions or has been dropped in any manner.
- Use of extreme caution is necessary when any fan is used by or near children, disabled persons or pets and whenever the fan is left operating unattended.
- Do not place the fan on a small, unlevel, uneven or any surface which might allow fan to tip or fall.
- For proper operation, fan should be placed on a smooth, non-combustible, level surface.
- Always unplug fan when not in use, when moving from place to place, when assembling or disassembling parts, and before cleaning.
- The use of attachments, not recommended or sold by the manufacturer, may cause hazards.
- Do not use outdoors.
- Do not use fan in window. Rain may cause electrical hazard (for non-window models).
- Do not operate the fan with blade guards or any safety device removed.
- Avoid the use of extension cords due to risk of fire. If an extension cord must be used, the cord must be minimum 14 AWG and rated not less then 1875 watts.
- Do not run power cord under carpeting. Do not cover cord with throw rugs, runners or the like. Arrange cord away from traffic area where it will not be tripped over.
- Do not insert or allow any object to enter any openings on the fan. Doing so may cause electric shock and/or fire hazard. Avoid contact with moving parts.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
- Children should be supervised to ensure they do not play with the appliance.

READ & SAVE THESE INSTRUCTIONS

WARNING: Shock Hazard

- Use your fan only in dry environments. This fan is not intended for use in a bathroom, laundry area, or similar locations, or near sinks, washing machines, swimming pools or other sources of water. Never locate fan where it may fall into a bathtub or other water receptacle. Do not use in damp environments such as flooded basements.

WARNING: Hot Surfaces

- Do not touch fan motor when in use. This motor is hot when in use; to avoid burns, do not let bare skin touch hot surfaces.

WARNING: Fire Hazard

- Fans have arcing or sparking parts inside. Do not use near combustible materials, flammable gases or sources of heat. DO NOT USE in areas where gasoline, paint or flammable materials are used or stored. To prevent a possible fire, do not block air intakes or exhaust in any manner. Do not insert or allow foreign objects to enter any ventilation or exhaust opening as this may cause an electric shock, fire, or damage to the fan.

WARNING: Electrical Shock Hazard

- Do not use with damaged cord or plug. Use with adequate electrical circuit that is up to code.

CAUTION: to Prevent Electric Shock

- This product has a polarized two prong plug (one blade is wider than the other) that must be fully inserted in to a matching properly grounded outlet. This plug is designed to fit a polarized outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If the plug still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.

WARNING: to Reduce the Risk of Fire or Electric Shock

- Do not use this product with any solid-state speed control device.

DO NOT operate any fan with a damaged cord or plug or after fan malfunctions, has been dropped or damaged in any manner. Do not operate fan with a broken blade, safety cage or any visual imperfections. Disconnect power before servicing. For repairs covered under warranty, see warranty statement. For all other repairs contact Customer Service by telephone or email for information and assistance.

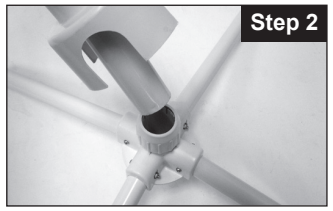
DO NOT run power cord under carpeting. DO NOT cover cord with throw rugs, runners or the like. Arrange cord away from traffic area where it will not be tripped over. Avoid the use of extension cords due to risk of fire. If an extension cord must be used, the cord must be minimum 14 AWG and rated not less then 1875 watts. Do not use an extension cord unless the plug can be completely inserted into its receptacle. Unplug the fan when not in use. Do not operate fan with its ventilation obstructed.

ASSEMBLY INSTRUCTIONS

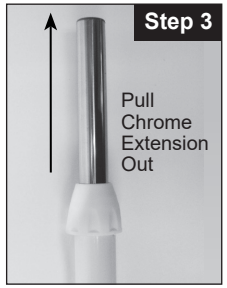
(images may vary slightly from actual product)

Step 1
Unfold patented Quad-Pod® base legs.

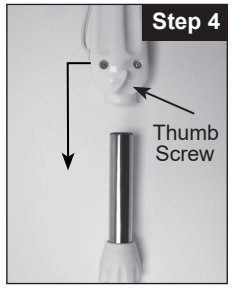
Step 2
Place decorative Plastic Flange over Extension Pole to cover the base. Slide pedestal pole into base receptacle. Tighten nut to secure in place. Slide flange over base connection.



Step 3
With collar nut loosened, pull Chrome Extension out of Fan Pedestal.



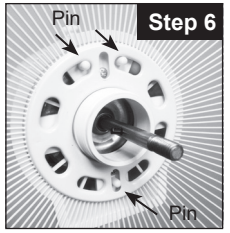
Step 4
Assemble fan Control Panel/Motor assembly onto Chrome Extension and tighten thumbscrew.



Step 5
Remove the Blade Cap by twisting it CLOCKWISE while holding the metal shaft tightly.

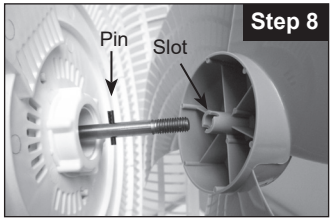
Note: Threads are reversed.
Unscrew = Clockwise.

Step 6
Assemble Rear Grille onto Motor Housing. Rear Grille should fit into pins on fan motor housing as shown.



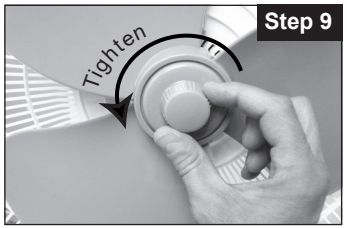
Step 7
Thread Locknut onto Motor Housing to lock Rear Grille in place.

Step 8
Remove any protective covering over shaft before Fan Blade Installation. Place Fan Blade onto Motor Shaft. Notice the pin on Motor Shaft should fit into slots of Fan Blade.

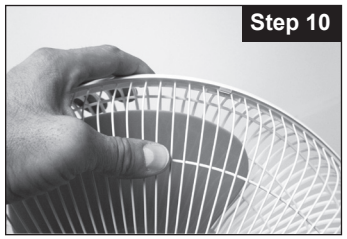


Step 9
Thread Blade Cap onto threaded end of Motor Shaft.

Note: Threads are reversed.
Tighten = Counter-clockwise.



Step 10
With logo upright, attach Front Grille to Rear Grille by snapping them together. Be sure all 8 clips are secure.



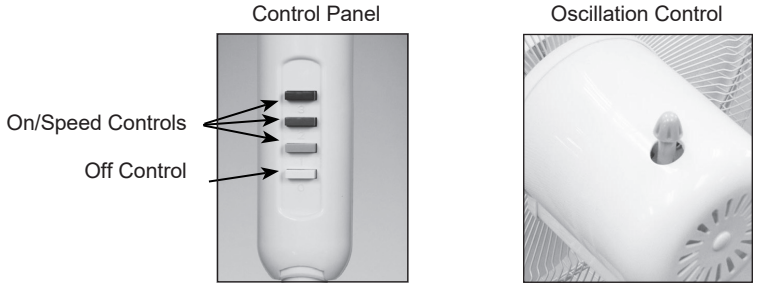
OPERATING INSTRUCTIONS

Usage:
Fan Operation: Always operate the fan in the upright position following all instructions and recommendations listed in this manual.

Fan Location: Place the fan in an unobstructed area of the room that will provide proper fan cooling.

Fan Connection: Plug fan directly into 120 volt A.C., 60 Hz wall outlet. Be sure plug fits tightly in outlet. A loose connection may cause overheating and damage to the plug or fan.

Note: To prevent overloading a circuit, do not plug the fan into a circuit that is servicing other electric appliances.



Turning Fan On/Off: Place fan on stable level surface. Plug fan into properly grounded outlet. To start the fan, press desired speed button: 1-LOW, 2-MED, 3-HIGH. Press 0-OFF to discontinue use. Unplug fan when not in use.

Oscillation: To start fan oscillation, press Oscillation Control Knob (located above motor housing) down. To stop oscillation function pull Oscillation Control Knob up while the fan is in any oscillation position.

CARE AND MAINTENANCE

Cleaning: CAUTION-Before cleaning the fan, be sure to disconnect power cord from the plug. Clean the grille surface with a clean damp cloth. Do not use harsh chemical or abrasive cleaners. DO NOT IMMERSE THE FAN OR ANY WIRES IN WATER. Replace front grille before fan use. Allow fan to dry completely before use. Periodic grille cleaning with a vacuum will prevent dust build up. The motor is sealed and does not require any further maintenance, cleaning or lubrication.

Maintenance: The internal motor bearings are permanently lubricated at the factory and do not require any additional lubrication.

Repair: DO NOT OPERATE THE FAN WITHOUT THE GRILLE IN PLACE. DO NOT USE THE FAN IF IT HAS MALFUNCTIONED OR BECOME DAMAGED IN ANY WAY.

Storage: Keep original carton for storage of the fan. Coil and tie the power cord to avoid damage during storage.

WARRANTY

Your Coolworks fan has warranty against defects in materials and workmanship for a period of one (1) year from the date of original purchase. Please keep your proof of purchase (receipt) for any warranty claims. Warranty does not cover wear and tear, and damages arisen from misuse or use not in accordance with the product instructions.

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